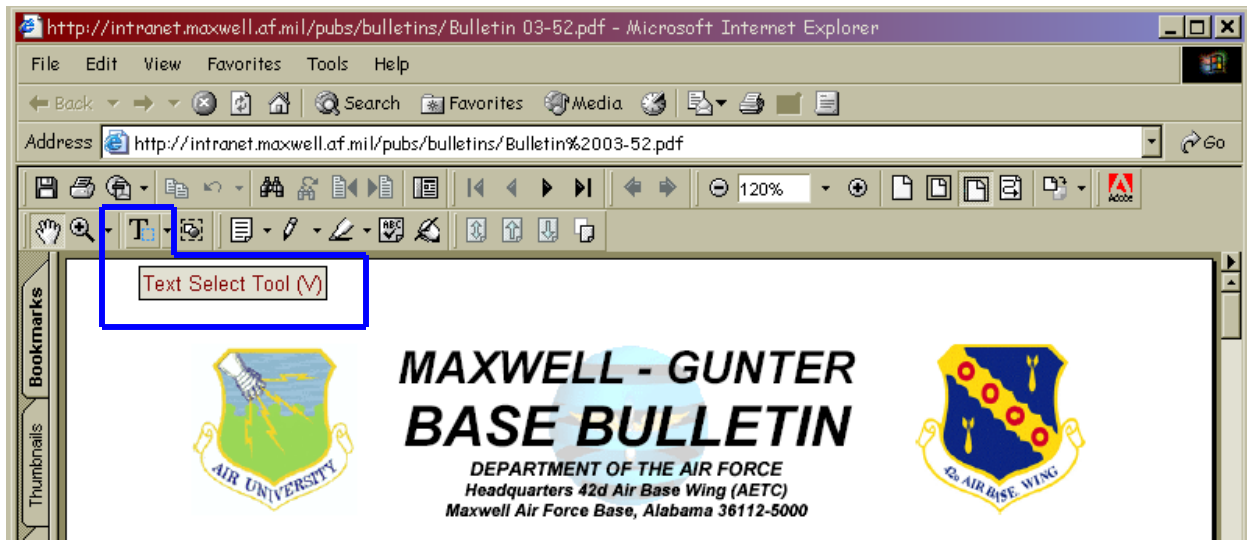**To copy and paste text** from a PDF document, click on the "Text Select Tool" button, then highlight your desired text. Then either click on "Edit" and "Copy" or right-click on your highlighted content and select "Copy." You can then paste the information as you would any other Microsoft product.

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